

St. Ethelreda Board of Specified Jurisdiction Meeting Minutes

Date: March 28, 2009

Time: 9:00 – 11:00 am

Location: St. Ethelreda School

Attendees: Bill Krieger, Angela Clayton-Lee, Dave Cain, Thomas Husher, MeShelda Jackson, Frank Carro, Father Bill Vanecko, Pamela Jefferson-Waits and Denise Spells

Proceedings

- Meeting opens with prayer
- Motion to accept last month's meeting recap approved
- (Re)Introduction of present members

Meeting Details

It was suggested the purpose of today's meeting should be to talk about the direction the board is going in and also to give it more definition. There should also be a mission/vision for the board itself.

1. Board Structure

Tom suggested that present members strategically think about the board's membership and review its structure. Questions were posed: Should we have teachers, parents, community members, etc? Is one group (Benedictine University in particular) over or under-represented? Looking at the structure of other boards could also be inspiration for establishing St. Ethelreda's board structure.

Membership

Currently, there are 14 board members. According to the guidelines of the Board of Specified Jurisdiction reference bylaws, the board cannot be larger than 20 members. After considerable discussion, it was agreed that St. Ethelreda's board should consist of these 19 members:

- 4 Members-at-large
- 4 Standing Members
- 4 Community Members
- 3 Parents
- 2 Alumni
- 1 Big Shoulders Member

- 1 University Student

Note: Principal Spells and Father Vanecko can only serve as ex-officio members. As a staff member, Pamela Jefferson-Waits cannot serve as a board member but can serve as recording secretary.

Bios of board members will be posted on the school's Web site.

Sub-committees:

The board membership should also be broken down into sub-committees. It was agreed that sub-committees will be formed in the next meeting, as well as selecting chairpersons such as a recruitment chairperson. Bill suggested creating an online blog as a central place for sub-committee discussions, problem-solving, activities and suggestions.

Board Blog

The blog will be an online forum used by board members as means of communication and as a way to take care of business between meetings.

2. Rules of Membership/Order

It was agreed that in order to be taken seriously as a board, the establishment of rules, procedures and guidelines is a necessity. Several suggestions were made and it was discovered that many of them are outlined in the reference bylaws. These are some of the guidelines/rules/procedures that the members considered adopting:

- **Drafting of Bylaws:** A customized version of the reference bylaws will be adapted for the St. Ethelreda board. Bylaws should be treated like a mini contract. A copy of the bylaws will be posted on the school's Web site and distributed at Open House events.
- **Calendar of Scheduled Meetings**
- **Meeting Agenda**
- **Meeting Start and End Times:** All members agreed meeting times should be strictly enforced.
- **Open Meetings:** Questions were asked: Should board meetings be open to the public? Will it generate interest? Section 6.4 (p. 8 "Welcome to Attend) confirmed that meetings can be open to the public. Members agreed open meetings could be a positive thing and help with student recruitment.
 - Announcement of meetings will be made on the newsletter and Web site
- **Membership requirements:** There was a debate about the 20% Catholic requirement as per the reference bylaws. Father Vanecko felt it was important to have Catholic representation as it's a part of St. Ethelreda's Catholic identity.

- **Election of Officers**
- **Term Limits:** Members should serve 2 years and for no more than 2 consecutive terms (staggered terms).
- **Penalties for Unexcused Absences:** Membership should be terminated after 3 unexcused absences.

3. **Mission Statement**

The last half-hour of the meeting was spent discussing St. Ethelreda's mission statement. The mission and vision statements should be separate and defined as:

- **Mission Statement:** What we want to accomplish
- **Vision Statement:** How we get there

Tom suggested that the mission statement should be simple, concise, brief and accurate. Some examples of corporate taglines and other slogans were mentioned that communicate simple but powerful all-inclusive messages:

- **Absolutely, Positively Overnight (FedEx)**
- **To Serve and Protect (Police)**
- **Men for Others**
- **Growing in Wisdom, Age and Grace**
- **Enriching Students' Lives**

Some core ideals suggested for St. Ethelreda were:

- **Faith-based values**
- **Quality education**
- **Safe**

Once the mission statement is determined, it should be posted on the St. Ethelreda Web site.

Conclusion

The meeting concluded with the following **action items** to be taken by the following members by the next meeting:

- Organize and summarize ideas posted on online blog by members regarding mission and vision statements (MeShelda)

- Create online blog for board members to share ideas, review meeting minutes and other board business (Bill)
- Recruit community members, collect outstanding member applications and consult with Sister Judy regarding requirement that chairperson has to be Catholic (Denise)
- Record meeting minutes and e-mail to board members (Pam)

The next meeting will be **Saturday, April 18, 2009 from 9:00 – 11:00 am**. The agenda for the next meeting is as follows:

- Review and approve 3/28/09 meeting minutes
- Review action items and progress status
- Conduct full discussion of ideas/suggestions in order to create mission and vision statements
- Establish sub-committees

Meeting adjourned

Meeting minutes recorded by Pamela Jefferson-Waits